

FORM CP-LOC-A

BUILDING LOCATION CODE

MASS CHANGE FORM

PAYROLL NUMBER	CHECK DISTRIBUTION CODE	BUILDING LOCATION CODE

INSTRUCTIONS

Use this form when all individuals in a payroll number or check distribution code within a payroll number will have the same location code.

If all employees in a payroll number have the same location code, you need only fill in the payroll number and the location code. If all employees in a check distribution number within a payroll number will have the same location code, you need to fill in the payroll number, check distribution code, and the location code.